

THE NEW BRUNSWICK INSTITUTE OF CHARTERED ACCOUNTANTS
Council Policy on Member Fee Waivers
Re: University Attendance
(Resolution – April 1, 2009 (amended))

Members in good standing attending university on a full-time basis may apply for a fee waiver, as follows:

(A) Those attending post-graduate (i.e. Master or PhD) accounting and business related programs, for each year of full-time enrollment.

(1) Council may approve the member's request for a waiver based on the applicant meeting the following criteria:

a) Full-time Attendance

This normally entails taking at least three full courses, depending on the educational institute and their definition of a full-time student for the particular program of study. A post-graduate student is ordinarily considered to be in full-time attendance if registered for the regular academic year. Course registration may be considered in conjunction with other activities specific to the educational program, including research activities and thesis preparation. A student attending an educational institution is not considered to be in full-time attendance where the individual is:

- i) taking only a few subjects at evening classes or taking a course by correspondence;
- ii) taking less than three full courses; or
- iii) devoting so much time and energy to earning money or to other activities that they are clearly the student's primary occupation.

b) Educational Institution

The institution attended would normally be designated as a specified educational institution under the Canada Student Loans Act or be a recognized university in the U.S. or other foreign country.

c) Post-graduate

The applicant should be pursuing a Master's Degree or a PhD. An undergraduate degree may be considered if it is determined by Council to be complementary to the CA designation and be related to accounting or business.

d) Accounting or Business Related

The courses which are included in this definition will normally be apparent, but the following are provided as guidance:

- Financial/Management/Cost Accounting - Taxation
- Law - Finance
- Economics - Business Theory and Application

Applicants taking courses which are not clearly within the above subjects may request the waiver, and Council will make a decision based on the merits of the individual case. Council's decision in this regard is final and binding.

(2) The course would normally continue for at least one year. Partial waiver of dues will be considered by Council.

(3) Members who receive a waiver and subsequently discontinue being in full-time education must repay the portion of the waiver for which they are no longer eligible.

(4) A letter will be sent to the applicant indicating approval or rejection.

(5) There is no appeal from Council's decision on any of these matters.

- (B) (1) A request for a waiver of fees must be renewed each year. Waivers will not be granted in advance.
- (2) **Members are eligible for a maximum of five education waivers in their lifetime.**
- (3) Where the dates of university attendance overlap with the dates marking the end of the Institute's fiscal year and the beginning of the next fiscal year, a waiver will apply only to one year's annual membership fee.
- (4) A request shall be submitted by filing a Full-Time Post Graduate Waiver of Dues Application Form (copy attached) with the Institute office **by April 30th.**
- (5) **An administration fee of \$125 + HST must accompany completed waiver form/request.**

**THE NEW BRUNSWICK INSTITUTE OF CHARTERED ACCOUNTANTS
FULL-TIME POST GRADUATE WAIVER OF ANNUAL DUES
APPLICATION FORM**

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

The full-time post-graduate waiver of dues program of the NBICA is intended to allow an individual to maintain membership while in attendance at a recognized educational institute. Guidelines for the assessment of an application for full-time post-graduate waiver are listed on previous two pages.

EDUCATION INFORMATION:

Name of Institution: _____

Degree and Major: _____

Commencement Date: _____

Expected Completion Date: _____

DECLARATION:

I hereby make application for full-time post-graduate education waiver of dues for the year commencing April 1, 20____.

In conjunction with this application, I declare (check as acknowledged):

_____ 1. my recognition that the payment of membership dues is a professional responsibility associated with my NBICA membership;

_____ 2. that I have read and understand the principles and guidelines for the assessment of an education waiver as presented with this application;

_____ 3. my understanding that any waiver granted to me for the above noted year will not work in support of any subsequent education support application;

_____ 4. that I will provide additional information to the Council, as may be requested for consideration with this application **and** the Council has my permission to obtain information from other sources, as felt appropriate for consideration with this application;

_____ 5. that for the above-noted membership year (check one):

_____ I will be in full-time attendance at an education institution during the entire membership year (April 1 to March 31) excluding summer hiatus, and therefore request a waiver of the entire annual membership dues

_____ I will be in full-time attendance at an education institution for a portion of membership year from _____(mm/dd/yy) until _____(mm/dd/yy), and therefore

request a partial waiver of the annual membership dues (see calculation below);

_____ 6.that should my situation change, such that I am no longer in full-time attendance at an education institution, during the membership year for which I am granted a waiver, I will contact the Institute and arrange to pay the appropriate portion of the dues for the membership year; and

_____ 7. that I understand that the waiver relates only to annual membership dues and that I am still required to pay other Institute dues, including professional corporation, practice inspection and other dues or fees that relate to my circumstances and activities.

EDUCATION WAIVER AMOUNT CALCULATION:

of months in attendance X annual membership dues = amount of waiver requested 12 months

$\frac{\text{months}}{12} \times \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$

NOTE: Please submit payment of \$125 (+ HST) administration fee with completed waiver application/form.

Member's Signature

Date